

BIRMINGHAM SSC JANITORIAL

SCHEDULE FOR JANITORIAL TASKS AND FREQUENCY		DAILY	DAILY	WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
	MON-FRI	SUN-SAT	7 DAYS	14 DAYS	30 DAYS	90 DAYS	180 DAYS	365 DAYS	
Floor or Urn type ash receptacles shall be screened to remove butts, etc.	X								
Mop lavatory floors with cleaner-disinfectant solution.	X								
Clean gum and other stains from floor and drain grids.	X								
Check and add soap to liquid soap dispensers in restrooms.	X								
Clean mirrors in restrooms.	X								
Sweep all tile floors using a clean dust mop.	X								
Remove any spills or unsightly spots that may be present with damp mop.	X								
Use a broom to sweep under tables, desks, workplaces.	X								
Vacuum carpet in all Administrative Offices.	X								
Empty all trash cans replacing liners.	X								
Feather dust book cases and other office furniture.	X								
Wipe clean office desks.	X								
Sweep stairs from upper elevator landing to Tower Cab.	X								
Pick up paper, cigarette butts, and other debris on lawn sidewalks and parking lot and around the building within 15 feet of entrances & sidewalks.	X								
Clean drinking fountains.	X								
Damp mop tile floors in breakroom, ready room, smoking room, elevator, and elevator lobbies.	X								
Clean and wipe all breakroom tables discarding old newspapers, magazines, and trash left on tables.		X							
Wipe breakroom counter tops with damp cloth.		X							



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Empty waste receptacles in restrooms and replace liners.		X						
Replenish towels in kitchen area, towels and toilet tissue in restrooms.		X						
Vacuum carpet in Tower Cab and TRACON.		X						
Dust Tower Cab Consoles.		X						
Clean microwave ovens.		X						
Clean area under and around coffee maker(s).		X						
Damp wipe plastic and vinyl upholstered furniture and support legs.			X					
Spot wash walls/partitions around commodes and urinals in restrooms.			X					
Spot clean carpeting whenever needed in Tower Cab, TRACON, and offices.			X					
Replace urinal and commode cakes as necessary.			X					
Spray all carpet areas with anti-static solution during Nov. through Feb.			X					
Sweep outside sidewalks, patio, and landings around the building.			X					
Wash down shower stall walls with disinfectant.			X					
Clean the window sills in the tower cab with damp cloth.				X				
Dust louvers grills, vents, sills, etc. in base building/tower using vacuum.					X			
Replace can of air fresher if required.					X			
Sweep clean all steps and floor landing areas from top to bottom.					X			



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Replace sand in all urn style ash receptacles.					X			
Sweep clean and mop floor in Engine Generator room.					X			
Clean and polish elevator doors, panels, and metal trim.					X			
Spray a solution of diluted wax on tile floors including elevator floor.					X			
Dust and wash all walls and partitions in restrooms.						X		
Dust and spot wash all walls in hallways, landings, and stairways.						X		
Remove, wash & replace plastic air returns in all offices, conference rooms, ready rooms, breakroom and smoking room.						X		
Wash waste baskets in a solution of water & detergent.						X		
Thoroughly strip all tile floors & base boards including elevator. Seal and rewax with an approved wax.						X		
Strip bathroom floors and clean tile grout.						X		
Shampoo all carpets.							X	
Vacuum all vinyl and upholstered furniture in all offices.							X	
Mop all concrete floors and steps.							X	
Clean curtains and blinds.							X	
Wash clean all walls and partitions in corridors, landings, upper stairway, offices, restrooms, and elevator.								X
Clean all light fixtures & clean cob web or dust motes from all ceiling areas.								X



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